

June, 2004

NOTICE OF REQUEST FOR GRANT APPLICATION

Dear Supporter of Workplace Safety:

The 1996 Legislature enacted legislation creating a restricted account in the General Fund known as the Workplace Safety Account and charged the Labor Commission to use these funds to promote workplace safety. The Legislature stipulated that these funds were to be used by the Commission to fund:

- safety consultative services available to Utah employers;
- electronic or print media advertising campaigns to promote workplace safety; and.
- other workplace safety programs and initiatives.

In accordance with the legislation, the Labor Commission is requesting applications for funding for projects or initiatives that demonstrate a commitment to workplace safety through effective programs such as, but not limited to, the development of workshops and/or training, implementation of specialized safety programs, increased effort and resources for existing programs, and workplace safety training between organizations.

The information provided on the following pages outlines the criteria which successful applicants shall satisfy and the process the Labor Commission shall use to award funds. Any questions regarding submission of the application, or the Workplace Safety Campaign should be directed to the Workplace Safety Administrator Peter Groesbeck at 530-6047.

Thank you for your consideration and interest and for your commitment to the safety of Utah's workplaces.

Sincerely,

R. Lee Ellertson
Commissioner

RLE/lgm
Attachments

ATTACHMENT 1

THE UTAH LABOR COMMISSION WORKPLACE SAFETY GRANT APPLICATION

Purpose for Workplace Safety Grants

The purpose of this application is to identify businesses who demonstrate a commitment to workplace safety and desire to implement an initiative which promotes either new or existing safety programs within the workplace. The program is to be completed by June 30, 2005.

GOALS:

1. Increase workplace safety by reducing accidents.
2. Promote employer/employee awareness of the need for workplace safety.
3. Assist employers in establishing new programs or supplementing existing programs which promote workplace safety.
4. Inform employers and employees of resources available through the Labor Commission's Utah Job Safety and Health Consultation Services to assist them in improving workplace safety programs.

The funding for this program comes from monies appropriated by the Legislature from a 0.25 percent assessment of workers' compensation premiums paid annually in Utah. This assessment is deposited in a restricted account known as the Workplace Safety Account. The Commission has been given the authority to fund safety programs or initiatives recommended to it by its state council. Preference will be given to those willing to provide matching funds.

SUGGESTED USES FOR MONETARY AWARDS

- ☐ Safety workshops
- ☐ Training sessions
- ☐ Materials/publications/videos
- ☐ Cross training between organizations
- ☐ Substance abuse programs related to safety
- ☐ Implementation/augmentation of safety programs
- ☐ Workplace violence prevention awareness/training
- ☐ Ergonomic initiatives

Response Date

Seven (7) copies of the application must be received at the office of the Labor Commission, P.O. Box 146600, Salt Lake City, Utah, 84114-6600 by **Wednesday June 7, 2004, 5:00 p.m.** If hand delivering the application, the Commission is located in the Heber C. Wells Building, 3rd Floor, 160 East 300 South, Salt Lake City, Utah. Applications should be in a sealed envelope marked **WORKPLACE SAFETY PROGRAM, GRANT APPLICATION, ATTENTION: PETER GROESBECK**. Faxed applications are not acceptable.

Schedule 2004

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| June 7 | Applications are due to the Labor Commission no later than 5:00 p.m. |
| June 14 | Applications will be delivered to the Selection Committee for review.
The Selection Review Committee will consist of the following: <ul style="list-style-type: none">• Commissioner of the Labor Commission;• One representative of employers from the Workers' Compensation Advisory Council;• One representative of employees from the Workers' Compensation Advisory Council;• Workplace Safety Administrator;• Director of the Industrial Accidents Division, Labor Commission; and• Manager of Administrative Services Division, Labor Commission. |
| June 24 | Selection Committee meets to review applications, designate recipients, and determine amounts awarded each. |
| June 24 | Grants awarded. Recipients notified by mail of selection and amount of award. |
| June 30 | Contracts completed and signed. |

Consideration of Applications

The Labor Commission reserves the right to reject any or all applications received.

Term of Contract

The contract will be for up to a 12 month period (ending June 30, 2005) with an option to renew at the Commission's discretion if additional funds become available, and the renewal is by mutual agreement.

Funding

Approximately \$300,000+ in Workplace Safety Account funds will be available for safety program grants to be distributed between as many qualifying applicants and in monetary amounts the Labor Commission deems appropriate.

Technical Issues

The successful recipients shall:

- 1. Be able to complete the project by June 30, 2005.**
- 2. Demonstrate ability to successfully complete the project based on qualifications, expertise, and previous experience of staff.**
- 3. Provide the Labor Commission with a time line and specific details of the successful completion of the project.**
- 4. Provide update and progress reports as requested by the Commission with a final report of the project due upon completion. The Commission reserves the right to audit at any time throughout the project.**
- 5. Define performance evaluation tools and respective performance measurements which will be used to analyze the success of the project. Performance measurements will be used in reporting program success to the Governor, Legislature, and the Workers' Compensation Advisory Council.**

Application Format

All applications are to be organized in the following order:

- 1. *Letter of Interest.*** The Letter of Interest should include an introduction of the applicant's company, the name, address and telephone number of the person to be contacted in conjunction with others who are authorized to represent the company when dealing with this Application. It should also:
 - a. Highlight major features including purpose, goals, and objectives of the project; and
 - b. Express the applicant's ability and desire to meet the requirements of this notice of request.
- 2. *Application form.*** All applicants shall complete in full the attached application form to allow

orderly maintenance and filing of all applications.

3. *Detailed Discussion.* This section shall constitute the major portion of the application, be no more than three pages and contain at a minimum the following information:
 - a. Detailed description of the purpose, goals, and objectives to be accomplished by June 30, 2005;
 - b. Discussion of performance measurements methods to be employed and their validity and capacity to assess success; and
 - c. Detailed narrative of matching funds including their source and assurances of availability during the duration of the grant period.
4. *Budget Presentation.* The following schedules in spread sheet format shall be submitted with the application:
 - a. Detailed budget summary listing all anticipated lines of expenditure in both personal and nonpersonal service categories;
 - b. Plan of financing schedule identifying all anticipated sources of grant funds, matching funds, or in-kind contributions as well as other funding available for the project;
 - c. Personal services schedule of staff working on the project giving names of staff and rates of remuneration (e.g. hourly, monthly, contractual); and
 - d. Monthly anticipated expenditure schedule showing anticipated expenditures on a month to month basis using the same categories of personal and nonpersonal services identified in the detailed budget summary.
5. *Personnel.* A list of all key personnel, including the name of the project manager who will have direct and significant responsibility for providing the services specified in this application.
6. *Workplace Safety Experience.* A listing of any workplace safety programs the applicant has created or is currently responsible for should be identified. Listing of the applicant's experience with other similar projects and/or other experience which the applicant believes qualify him to successfully compete should also be provided.
7. *Subcontracting.* The planned use of any and all subcontractors shall be clearly identified and explained in the application. The prime contractor shall be responsible for all costs and contract performances whether or not subcontractors are used. Current employees of the state of Utah, or any other governmental agency as well as consultant affiliates of the Labor Commission may not participate as subcontractors.
8. *Performance Evaluation Tools.* The applicant shall describe and explain each proposed evaluation tool to be used in measuring the overall success and impact of the safety project.

Application Evaluation

The Selection Committee, as identified on page two, shall evaluate, score and rank the applications based on the following criteria:

1. Demonstrated ability to begin and complete work within the grant year based on qualifications, expertise, and previous experience of staff;
2. Ability to successfully employ performance criteria to analyze and measure success of the proposed project;
3. Ability to provide and effectively use additional matching funds or in-kind contributions **without using grant funds for salaries of staff or purchase of personal services**;
4. Commitment to workplace safety;

5. Overall impact of achieving increased workplace safety in relationship to cost; and
6. Ability of grant to effectively reach the target audience.

The Selection Committee shall also recommend to the Labor Commission the apportionment of funds within the limits of the appropriation and funds available from the Workplace Safety Account. Final allocation of grant amounts shall be made by the Labor Commission.

Exceptions Process

The Labor Commission may authorize an exception to any of the application evaluation requirements if the exception will:

- 1. Provide necessary and essential information for the development of workplace safety interventions;**
- 2. Advance the development of workplace safety programs within organizations; or**
- 3. Address immediate workplace safety concerns affecting the health and welfare of employees**

ATTACHMENT 2

Labor Commission Grant Application

Periods July 2004 to June 30, 2005

Title of Project:

Date:

Principal Investigator:

Degree:

Social Security No.:

Position Title:

Mailing Address:

Department, Service, Laboratory, Clinic:

Phone Number:

Date of Proposed Period of Grant:

Principal Investigator:

State the application's broad, long-term objectives and specific aims making reference to the health and safety relatedness of the project. Please include the name, address, phone number of the contact person. Use additional pages if necessary.

DESCRIPTION: